



2017 KAB AFFILIATE AWARD

Keep Georgia Beautiful Awards Program

The Affiliate Award is an opportunity to highlight the work of YOU and your community.

Any Keep America Beautiful (KAB) certified affiliate in good standing with KAB is eligible to apply. Good Standing requires that your Network Service Fee are paid in full as well as timely submission of the 2017 Annual Report to KAB. This awards application covers program activities for the period of July 1, 2016 through June 30, 2017.

HOW TO NOMINATE AN AFFILIATE- ONLY THOSE ENTRIES IN COMPLIANCE WITH THESE GUIDELINES WILL BE JUDGED: ***NEW FOR 2017***

1. [Complete Award Information Sheet online](#)
2. Using the application guidelines compose an executive summary outlining your affiliate's accomplishments and compile 1-3 examples of supplemental material to support the executive summary. (See page 2-3 for more detail)
3. Combine your executive summary with your supplemental materials into a single document and save as a PDF. Please note: only one document per award entry should be submitted. Multiple documents will not be permitted. For an example on how to convert a document into PDF format please click [here](#).
4. Submit your PDF application **by October 10, 2017** by email to: kgbfawards@gmail.com.

You will receive a confirmation email when your application is received.

Judging Criteria, Notification, and Presentation

Applications will be separated and judged based on population to ensure like community sizes are judged together. Population categories will be determined based on the applications received.

An independent panel of judges from the public, private, and government sectors will judge the entries. **All winners will be notified on October 31, 2017.** Award winners may not be selected in every population category. Awards will be presented at the Keep Georgia Beautiful Foundation Annual Awards Luncheon on November 30th, at Marriott Century Center Hotel in Atlanta.

Questions: Please contact the Keep Georgia Beautiful Foundation at (404) 679-1580.

Email: kgbfawards@gmail.com

All Entries Must Be Received by email (kgbfawards@gmail.com)

By 11:59 PM EST on

Tuesday, October 10, 2017.

www.KeepGeorgiaBeautiful.org

The Keep Georgia Beautiful Foundation is a 501 (c)(3) nonprofit organization housed in the Georgia Department of Community Affairs. KGBF is a state affiliate of Keep America Beautiful, Inc.



2017 KAB AFFILIATE AWARD

Keep Georgia Beautiful Awards Program

Guidelines: Application Format (Executive Summary & Supplemental Material)

New for 2017

1. Microsoft Word Document, converted to a PDF
2. Summaries must be typed and the answers should highlight each summary section heading included below before answering questions in that section, e.g., *1. Organizational Structure*.
3. Include your affiliate name and population category in the main header of each page.
4. Do not exceed 6 pages and be sure to number each page; use 1-inch margins on all sides.
5. Use a minimum of 11-point font and double-space your summary.
6. Please do not use clip art or colored ink in your executive summary.
4. Save File As “**Name of Nominee- population category**” and convert to PDF format. For example: Keep Smithville Beautiful-Under 50,000.pdf
5. Email to KGBF at kgbfawards@gmail.com.

Population Categories:

1. Up to 50,000
2. 50,001 to 75,000
3. 75,001 to 100,000
4. 100,001 to 150,000
5. 150,001 to 500,000
6. 500,000 and Up

Guidelines: Executive Summary Content ***New for 2017***

1. Organizational Structure. Describe your affiliate: include affiliate’s mission statement; organizational type (government, nonprofit, hybrid); demographics/population served; and any other information about your community and/or organizational structure to provide an introduction to your affiliate. (5 Points)

2. End Littering. Describe the litter conditions in your affiliate’s community. What is your current Community Appearance Index score and have you seen a change in score over the last 3 years? What behavior strategies (written expectations/ordinances/policies); consequences (enforcement and incentives); tools and technology, and/or education has your affiliate implemented to promote litter prevention and change people’s attitudes and behaviors about littering? Describe the sustainability of your initiatives over the last 1-3 years. (20 Points)

(Continued)

www.KeepGeorgiaBeautiful.org

The Keep Georgia Beautiful Foundation is a 501 (c)(3) nonprofit organization housed in the Georgia Department of Community Affairs. KGBF is a state affiliate of Keep America Beautiful, Inc.



2017 KAB AFFILIATE AWARD

Keep Georgia Beautiful KAB Affiliate Award

Guidelines: Executive Summary Content – Continued

3. Beautify Communities. Describe the overall appearance of your affiliate in regard to beautification, including planting and/or maintenance, education, blight, and graffiti prevention. Are there any measurements for beautification? For example, tree canopy or tree inventory. What behavior strategies (written expectations/ordinances/policies); consequences (enforcement and incentives); tools and technology, and/or education has your affiliate used to improve, beautify, and/or preserve the visual aspects of your community? What resources have you used and how? Describe the sustainability of your initiatives over the last 1-3 years. (20 Points)

4. Improve Recycling and Waste Reduction. Describe recycling and/or waste reduction in your community. Are there any measurements for recycling? For example, what is the recycling rate or diversion rate and has it changed? Include relevant statistics. What behavior strategies (written expectations/ordinances/policies); consequences (enforcement and incentives); tools and technology, and/or education has your affiliate implemented to minimize the impact of waste, increase recycling, and/or promote responsible waste handling? What resources have you used and how? Describe the sustainability of your initiatives over the last 1-3 years. (20 Points)

5. Community Engagement and Leveraging Resources. Describe volunteer involvement and the number of volunteer hours. What is your affiliate's Annual Cost-Benefit Analysis, including the total benefits and costs? Describe how your affiliate is funded, including budget, any government dollars, matching grants or private foundation money, and in-kind donations. Describe your affiliate's organizational structure, e.g., nonprofit, government, or both. Describe involvement with community partners, e.g., businesses, schools, government agencies, and individuals. Indicate the number of affiliate staff and if they are full-time, part-time, or volunteer. (20 Points)

6. Recognition Programs. Describe how your affiliate publicly recognizes volunteers, groups, and businesses through awards and other positive reinforcement. Have you nominated volunteers or partners for the Keep Georgia Beautiful Awards? (10 Points)

7. Summation. Provide 2-3 sentences summarizing your affiliate's program activities in beautification and community greening, litter prevention and community revitalization, recycling and waste reduction, and environmental education, and how those efforts have made your community a cleaner, greener, and more beautiful place to live. (5 Points)

Supplemental Material(s) Required

Include 1-3 pieces of material to support the responses written in the executive summary. Materials may include: **Photos** (illustrating engagement/impact) and **Press Clips**.

Submission Deadline: Tuesday, October 10, 2017

www.KeepGeorgiaBeautiful.org

The Keep Georgia Beautiful Foundation is a 501 (c)(3) nonprofit organization housed in the Georgia Department of Community Affairs. KGBF is a state affiliate of Keep America Beautiful, Inc.